



City of Austin - JOB DESCRIPTION



Assistant Director, Contract and Land Management

FLSA:	Executives/2	EEO Category:	(20) Professionals
Class Code:	10704	Salary Grade:	E00
Approved:	August 05, 2010	Last Revised:	March 11, 2011

Purpose:

Under general direction of the Director, responsible for assisting in the planning, assigning, directing, and coordination of activities in the Contract and Land Management Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assists the Director in managing program and department activities, including program management, contract and procurement services for capital improvement projects, audits, contractor compliance, and personnel to ensure effectiveness and efficiency. Evaluates efficiency of operations and develops/implements improvement strategies.
2. Assists in the development and implementation of short and long range strategies, objectives, policies, and priorities, determines appropriate service and staffing levels; allocates resources accordingly.
3. Develops, revises, and implements standard operating practices, policies, and procedures governing the program and department activities. Ensures department is in compliance with all City practices, policies, and procedures.
4. Assists in the preparation, presentation, and monitoring the departmental budget; ensures department operates within appropriated budget.
5. Acts as official departmental representative to boards and commissions, city departments, city council, city manager's office outside agencies and the community; explains, justifies, and defends department programs, policies, and activities.
6. Coordinates, reviews and evaluates contracts and other legal documents.
7. Coordinates departmental activities and programs with other City departments, agencies and service providers.
8. Responds to and resolves sensitive inquiries and complaints, and issues from both internal and external sources.
9. Prepares and presents reports by compiling, reviewing, and analyzing data; provides written and/or oral reports.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of fiscal planning and budget preparation.
- Knowledge of procurement methods and procedures of a large scale centralized purchasing function including buying, quality assurance, inventory management and controls, contract administration and contract law.
- Knowledge of federal, state and local laws, ordinances, regulations and policies governing the purchasing of commodities and services for the City.
- Knowledge of the principals and practices of public administration.
- Knowledge of supervisory and managerial techniques and principles.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in negotiations and handling conflict resolution
- Skill in preparing and analyzing budgets, reports, and studies.
- Ability to maintain effective communication and working relationships with agencies, vendors, elected officials, city employees and the public.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major coursework in Business, Public Administration, Finance, or in a field related to the job, plus five (5) years of related administrative experience, two (2) years of which were in a managerial capacity.

Masters degree may substitute for two (2) years of the required experience

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.